



MEAP/MME

Coordinator Update

Office of Educational Assessment and Accountability
Michigan Educational Assessment Program/Michigan Merit Examination

ISSUE #33 – December 21, 2006
www.Michigan.gov/oeaa

Fall 2006 MEAP Reports

School and district reports for the Fall 2006 MEAP grades 3 -9 are currently in the final stage of production and review. Reports are expected to be available the week of January 1st. They will be published on the OEAA Secure Site for school and district internal use only. The public release will follow after schools and districts have had an opportunity to review their individual results.

Fall 2006 MEAP HST reports are also in process and an announcement as to their availability will be posted after the holidays.

For quickest response, please direct questions or concerns via email to OEAA@michigan.gov or by phone to 1-877-560-8378

REMINDER: MEAP Pilot Testing Scheduled for January 15-19, 2007

This is a reminder that MEAP will be conducting stand-alone pilot tests January 15-19, 2007.

Schools were selected to participate in the pilot testing using a randomized sampling approach which ensures that the sample represents the demographics of the State. MEAP coordinators, principals, and superintendents were notified if they were chosen to participate in the pilot testing. About half of Michigan's school districts had at least one classroom selected for participation.

Although the participating schools will not receive any feedback on how their students performed on the pilot test, they will be given first priority to attend the field reviews that will take place on February 20, 21, and 22. The participants in the field reviews will have an opportunity to review and comment on the pilot items and pilot tests, under secure conditions (i.e., with their written assurance that they will not divulge any information about passages and/or items outside of the review).

An application form will be posted to the MEAP web page (www.michigan.gov/meap) within the next few weeks, which will give educators an opportunity to sign up for these field reviews. The reviews will be held in the Grand Rapids, Lansing, and Gaylord areas. Attendance at each of the reviews will be limited to 30 persons per content area (English language arts, mathematics, science and social studies).

Thanks to the superintendents, MEAP coordinators, and principals for their cooperation in making these pilot tests successful.

New Pre-ID File Format

Starting with this fall's assessments, you may have noticed that there is a new file option for pre-identification of students. You may now submit a comma separated values (CSV) file. CSV is a format that is viewable and editable in Excel and other spreadsheet programs.

A couple of reminders when using the CSV file format:

- An Excel template is available for download from the OEAA Secure Site login page. The second sheet of the document contains instructions for creating and submitting a CSV file.
- We currently cannot accept quotes or any other delimiter around values, please only use the value then a comma.
- The fields HAVE to be in the same order as in the file layout and must contain a header row using the EXACT field names as specified in the file layout document.
- Be sure that you do not have commas within your data. If you need to use a comma in your data (for example within a name or address) then upload it without the comma and add it back in using the online system.
- While CSV allows field lengths greater than the lengths specified in the file layout document, your data will be truncated when inserted into the database to the length specified in the file layout.

Class of 2007 - MEAP Test Centers

Non-public high school seniors (Class of 2007) whose own school will not offer the MEAP tests in Spring 2007 may test at a MEAP Test Center. To register, go to www.michigan.gov/meap, then click on "MEAP Test Centers." The registration postmark deadline of February 28 will be strictly enforced. Questions about MEAP Test Centers should be directed to Bob Nelson at 517-241-4987.

Class of 2008 - MME Auxiliary Test Centers

Non-public high school juniors (Class of 2008) whose own school will not offer the Michigan Merit Examination (MME) in Spring 2007 may test at a MME Auxiliary Test Center. To register, go to www.michigan.gov/mme, then click on "MME Auxiliary Test Centers." The registration postmark deadline of January 10 will be strictly enforced. Questions about MME Auxiliary Test Centers should be directed to ACT Inc., toll-free at 800-553-6244, extension 2800.

Spring 2007 ELPA

The second annual English Language Proficiency Assessment (ELPA) will be administered this spring (March 19-April 27, 2007) to all English language learners (ELLs) who are enrolled in grades K-12 and eligible for limited English proficiency (LEP) services. The purpose of ELPA is to determine progress in acquiring English-language skills. To assist you in planning for this assessment, the following information is provided:

1. Designating Your District ELPA Coordinator

Each district needs to assign a District ELPA Coordinator, who will work closely with the district's OEAA Secure Site Administrator to complete the enrollment/pre-identification process and review the demographic information for ELLs (English Language Learners). Your district OEAA Secure

Site Administrator must enter in contact information for this person after clicking on the “ELPA – Harcourt” button in the OEAA Secure Site.

2. ELPA Enrollment Process: Data Gathering Continues

Currently, we are continuing to gather enrollment numbers through the OEAA Secure Site and the Harcourt Spectrum sites in order to determine print quantities for the Spring 2007 ELPA. **The site will remain open until January 15, 2007.**

- You can verify, add, and change pre-loaded enrollment information by logging onto the site, which is accessible through the OEAA Secure Site at www.michigan.gov/oeaa-secure. Once you have logged into the OEAA Secure Site, click on the “ELPA – Harcourt” link on the left side.
- Note that pre-loaded enrollment information is based on the Fall SRSD counts and the participation in either the Spring 2006 ELPA, or the Fall ELPA Initial Screening. Only students reported as “Less than Proficient” are included. Please correct the number of students as needed.

3. ELPA Pre-Identification (Pre-ID) Process

- January 27, 2007: Last day to identify students for the Spring 2007 ELPA Assessment in the OEAA Secure Site in order to receive printed student barcode labels from the contractor.
- Your ELPA materials will be pre-printed with the student names that appear on your Pre-Identified Student Report.
- After January 27, 2007, you will need to add new students in the OEAA Secure Site and print student barcode labels at your district or school.

Technical Tips for Enrollment and Pre-ID

Public school districts have access through their OEAA Secure Site Administrator. Non-public schools and charter schools have a designated building or site coordinator who has the same level of access.

If you did not receive an email from Harcourt with your password for the Harcourt Spectrum site, you may already be in the system from a previous ELPA testing cycle. If you do not remember or have lost your password, you can click on the “I Forgot My Password” link on the opening screen of the Spectrum site. When prompted to input a favorite pet name as a security feature, enter “spot” if you did not already set this clue to a different name. Your password will be emailed to you at the email you designated when your user ID was first set up.

If you experience further problems logging in or using the site, the Harcourt Customer Support phone number is 1-800-763-2306.

4. Important Dates for the ELPA Spring 2007 Cycle

- January 22, 2007: Teleconference through Wayne RESA, “Planning for the Spring 2007 ELPA.” This teleconference will be broadcast through participating ISDs and will be available for streamed download through MStream.net. We’ve planned this teleconference for district and building ELPA Coordinators who want to set the stage for the ELPA at their schools or testing locations.
- February 15, 2007: Teleconference through Wayne RESA, “Administering the Spring 2007 ELPA.” This teleconference will be broadcast through participating ISDs and will be available for streamed download through MStream.net. This teleconference will offer valuable information and training for the teachers and test proctors who will be giving the ELPA to ELL students. This is

also an opportunity to learn the updated speaking rubrics and get some hands-on training in how to score student responses.

- March 5, 2007: ELPA materials arrive in schools.
- March 19, 2007 to April 27, 2007: Testing window for the Spring 2007 ELPA.
- May 4, 2007: Deadline for return of Spring 2007 testing materials to Harcourt.

ELPA Initial Screening Update

The ELPA Initial Screening is a diagnostic tool for measuring the English proficiency of a student who is new to your district from another Michigan district, or who did not take the Spring 2006 ELPA at all. The ELPA Initial Screening was distributed in early September 2006 for new enrollees with returns during the first week of October.

The use of the ELPA Initial Screening has been extended. As of December 1, the Initial Screening cycle has changed from fall to winter in order to accommodate different test levels that are to be administered to students. The change in levels is needed to ensure that students are measured on appropriate content at the time of assessment.

Teachers or proctors administer Part A only. The open-response writing test items and all speaking items are scored by the teacher or proctor according to the directions in the ELPA Initial Screening Manual and Directions for Administration.

- Teachers or proctors enter in the raw scores for each section on the OEAA Secure Site. In order to do so, this staff member must have District ELPA Coordinator access or be designated by a District ELPA Coordinator as an “ELPA Screener User.” Complete instructions are found on the OEAA Secure Site.
- You can order ELPA Initial Screening materials at any time. Use our newly-updated order form on the OEAA Secure Site at: www.michigan.gov/oeaa-secure. Click on the link to the left that says “English Language Proficiency Assessment” and look for the order form in the first “What’s New” area.
- Remember that the ELPA Initial Screening is now in the WINTER 2007 cycle. The testing materials are the same as for the FALL 2007 cycle, but when you log into the OEAA Secure Site to enter your raw scores, you will select “Winter 2007” from the pull-down menu options.
- As of December 1, the new Assessment Levels and Grade Spans are:

Assessment Level and Corresponding Grade Span	
Level I	Grade K
Level II	Grades 1-2
Level III	Grades 3-5
Level IV	Grades 6-8
Level V	Grades 9-12

OEAA Contact Information

OEAA web site: www.michigan.gov/oeaa

OEAA Secure database: www.michigan.gov/oeaa-secure

OEAA email address: oeaa@michigan.gov

OEAA Office local phone number: 517-373-8393

OEAA Office toll-free phone number: 877-560-8378

OEAA Office fax number: 517-335-1186

MEAP web site: www.michigan.gov/meap

MME web site: www.michigan.gov/mme

Department of Treasury, Merit Award/Michigan Promise Scholarship: 888-447-2687